

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 14-77

1 November 1977

TO: Agency Training Officers
Budget and Fiscal Officers

SUBJECT: Cash Advances for Agency Sponsorship at
Local Colleges and Universities:
1978 Spring Seminar

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1978 Spring Semester must have approval by the Office of Training prior to registration.

Those who desire a tuition advance should comply with the following schedule:

19 December 1977, Monday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, [] Chamber of Commerce Building. Employees whose requests are received after 19 December 1977 will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

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5 January 1978, Thursday: Cash advances will be disbursed in [] Headquarters, between 1330 and 1500 hours. There will be no individual advances issued after this date for part-time academic training except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursement basis. Accounting instructions will be given at that time.

To prevent delays and necessity for reimbursement instead of an advance, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of State.

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Questions may be directed to the Office of Training,

NOTE: Requests for courses at colleges with registration dates prior to 7 January 1978 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.

1978 Spring SemesterSCHEDULE -- WASHINGTON AREA

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	3-6 & 14 January	16 January
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	11-14 January	14 January
<u>University of the District of Columbia</u>	9-13 January	17 January
<u>George Mason University</u>	17-19 January	23 January
<u>George Washington University</u>	12-14 January	16 January
Off-Campus (Consult Off-Campus Schedule)	Various	16 January
<u>Georgetown University</u>	16-17 January *(14-18 November)	18 January
<u>Howard University</u>	5-6 January *(9-23 November)	9 January
<u>Montgomery College</u>	14 Nov - 23 Jan	23 January
<u>Northern Virginia Community College</u>	3-4 January	6 January
<u>Prince George's Community College</u>	16-17 January	21 January
<u>University of Maryland</u>		
University College	9-11 January	16 January
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	4-18 January	23 January
<u>U.S.D.A. Graduate School</u>	3-8 January	9 January

*Early Registration